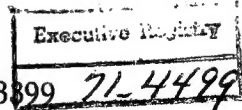


SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E-12 Hqs.	30 AUG 1971	<i>[Signature]</i>
2	<i>[Signature]</i>		
3	<i>[Signature]</i>	9-1-71	<i>[Signature]</i>
4			
5	<i>Registry - file</i>		
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
STAT			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Support 7D-26 Hqs.			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

SECRET



DD/S 71-3899

27 AUG 1971

MEMORANDUM FOR: Executive Director-Comptroller

DD / S R E C I S T R Y

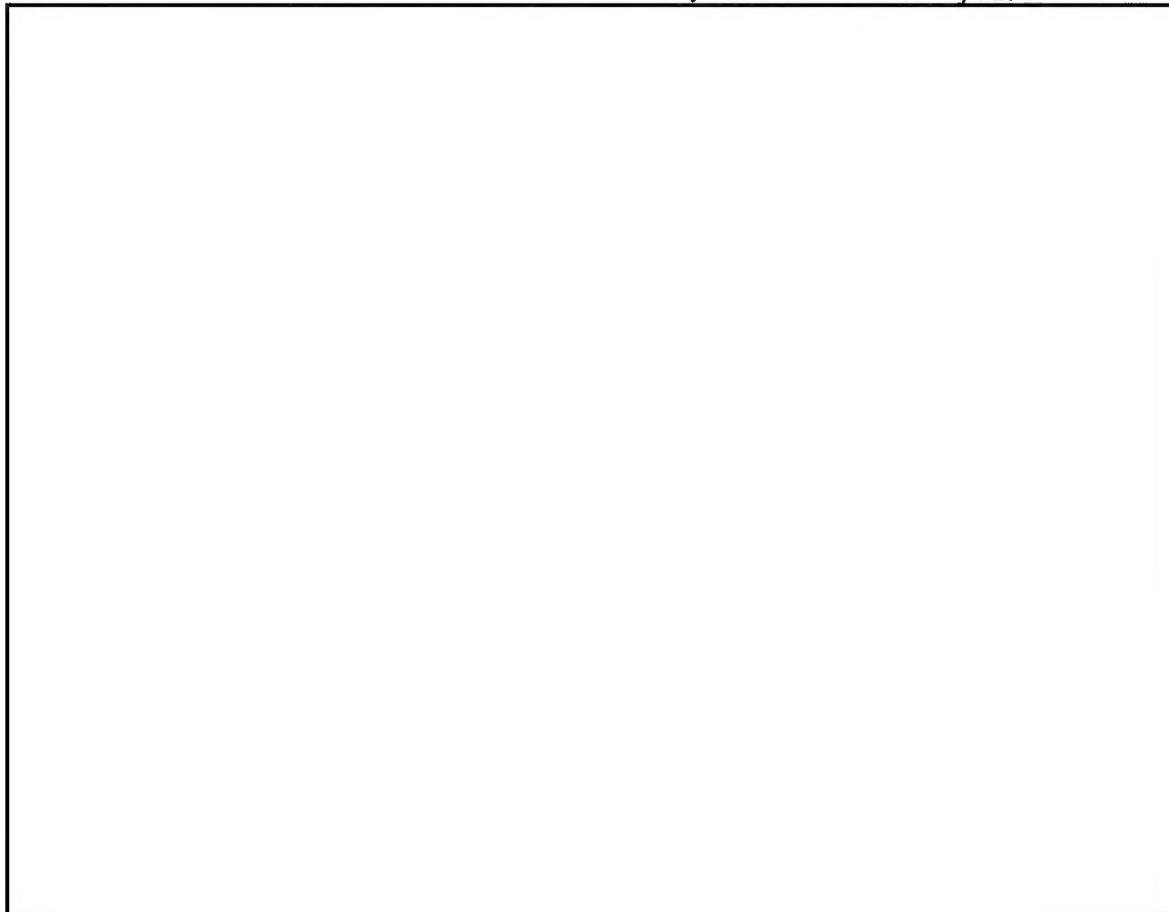
SUBJECT

: Significant Activities During the Period
7-27 August 1971

FILE OXM

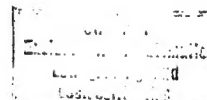
1. The following activities of the Support Directorate which occurred during your recent absence from headquarters may be of interest to you:

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d. ALLOCATION OF EXCESS LAND--Although final formal documentation has not been completed, we have received from GSA notification that the allocation of the excess land approved by the Property Review Board assigns to CIA only the West Parking and immediately adjoining land. The Property Review Board flatly rejected GSA recommendation that Scattergood-Thorne be assigned currently. That block plus the narrow strip between it and the roadway to FHWA from Route 193 will be retained by GSA pending termination of the life estates. (See Tab A.)

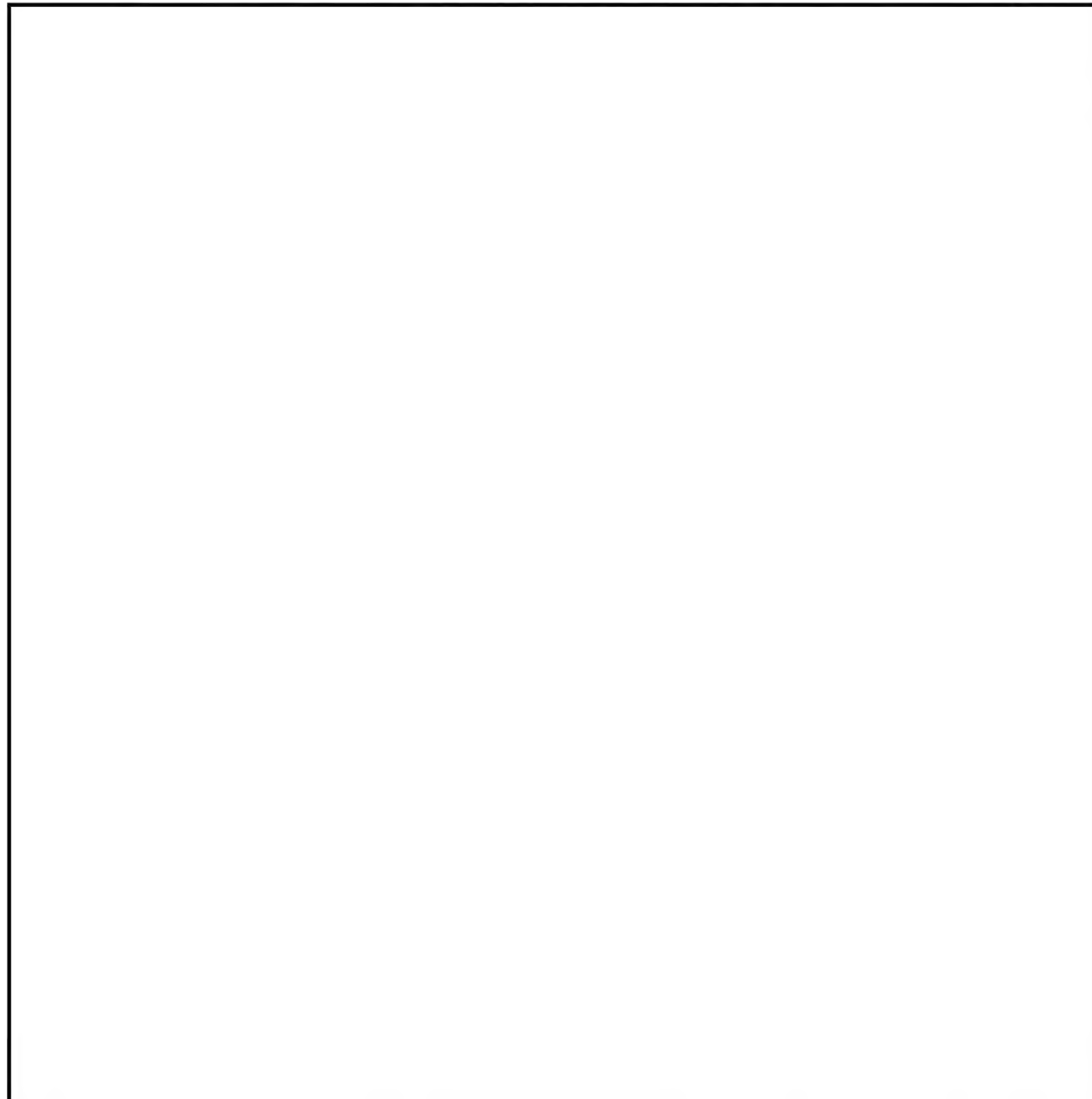
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g. LETTERS TO FORMER EMPLOYEES--The first batch of letters to former employees inquiring about retention of classified material were mailed on 26 August 1971. Mailings will continue daily hereafter as checks are completed and proper mailing addresses are determined.



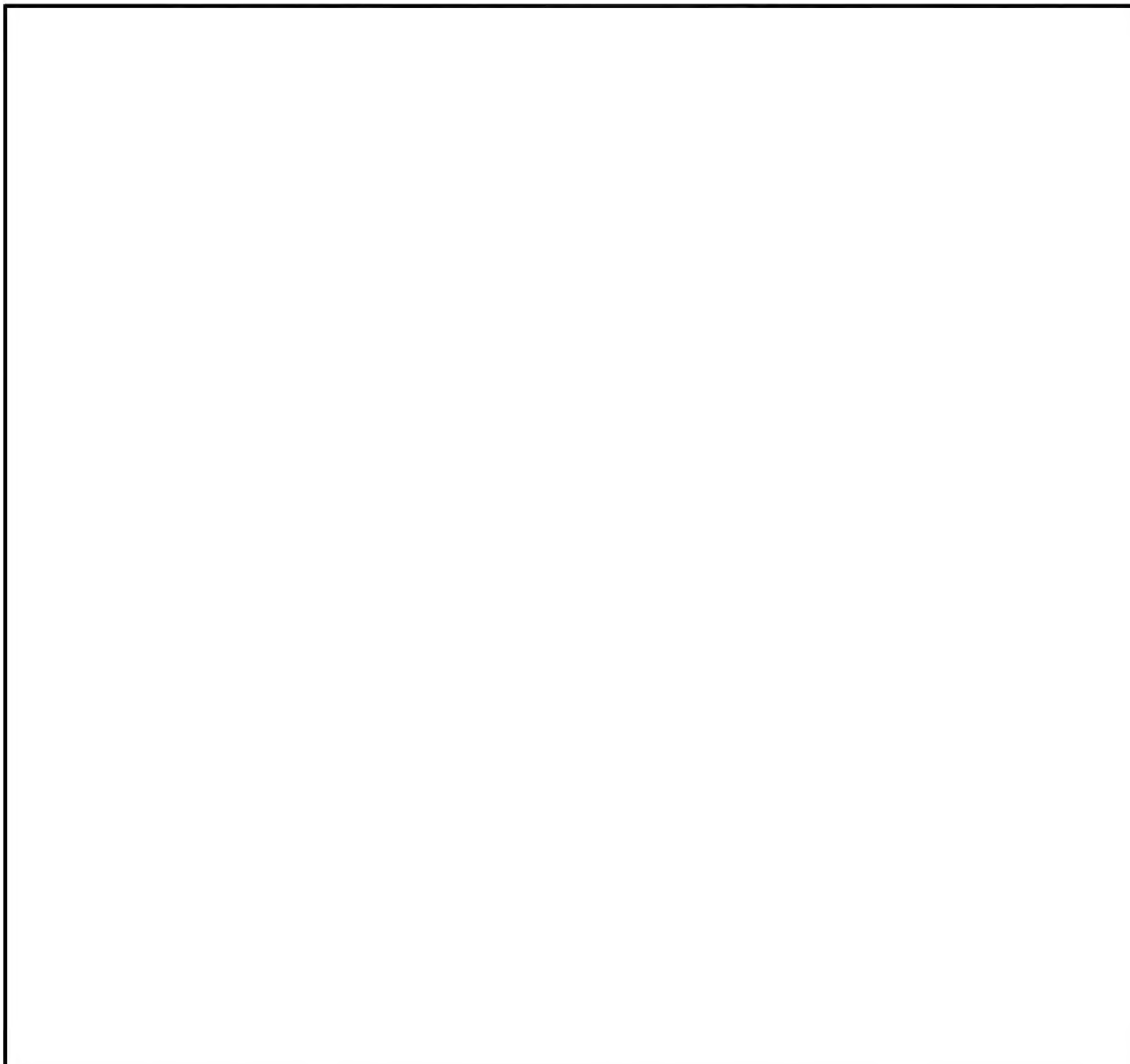
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n. NIS "DAY AT CIA"--In response to special interests expressed by Mr. Howard Haugerud, Coordinator, National Interdepartmental Seminar, OTR is working on plans to conduct a "Day at CIA" for participants in the Seminar which begins 13 September 1971. Tentatively, OTR would like to have you make the opening remarks, followed by three presentations of about 90 minutes, including a question and answer period. The session would last from 0945 hours through 1600 hours, and the roughly 50 participants would have an early lunch in the Executive Dining Room.

o. DR. HANS MORGENTHAU'S LECTURE--Dr. Morgenthau's lecture on "The Great Powers and Shifting Relations," which he is scheduled to give in the Advanced Intelligence Seminar (AIS), will be open to a larger audience in the Main Auditorium. The presentation is scheduled on Wednesday, 15 September 1971, at 0900 hours. This plan was approved by the Director.

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p. SENIOR SEMINAR--The Senior Seminar which opens on Sunday, 19 September 1971, [] will have 20 officers, selected by Training Selection Board, among them seven supergrades and 13 GS-15's.

q. MOVE TO CHAMBER OF COMMERCE BUILDING--OTR's move to Chamber of Commerce Building is holding to schedule for the week of 30 August 1971.

r. AVERAGE GRADE REDUCTION--OMB Bulletin No. 72-4, dated 5 August 1971 provides for a one-tenth rollback in the Government-wide average grade of general schedule personnel by 30 June 1972 and an additional one-tenth by 30 June 1973. There is no standard average grade applicable to all agencies; each agency is required to reduce its average grade of on-duty personnel as of 30 June 1971 by one-tenth.

On 13 August 1971 the Director signed a memorandum to the Deputies and Independent Office Heads covering instructions for compliance with the intent of OMB Bulletin No. 72-4. (See Tab G.)

s. DIRECTOR'S MEETING WITH SUMMER-ONLY EMPLOYEES--On 26 August 1971, at his request, the Director talked briefly with 118 summer employees. The group gathered in the Auditorium for this purpose and at the conclusion of the Director's remarks he shook hands with each employee.

t. DRUG ABUSE DISCUSSION--[] OMS
Operations Division [] of the Psychiatric Staff
addressed some 30 employees of NPIC on 20 August 1971 on the general
subject of drug abuse. This was a pilot presentation, and further sessions will be considered depending on an evaluation of responses received.

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v. LUNCHEON MEETING WITH DIRECTOR OF NATIONAL CAPITAL PARKS--At our invitation Mr. Russell Dickinson, Director of National Capital Parks, Mr. Leroy Rowell, Special Assistant to Mr. Dickinson and Mr. David Richie, Superintendent George Washington Memorial Parkway, came for lunch, a briefing and a brief tour of our compound on 26 August 1971. In addition to mutual assurance of good neighborliness, we established our particular security requirements and received assurance from Mr. Dickinson that these were understood and would be

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taken in to account in the operation of the area next to us now assigned to the Park Service.

w. LAND TURNOVER CEREMONY--On 16 August 1971 Mrs. Nixon officially gave ownership of the new area next to us to the National Park Service. A copy of the program is attached. (See Tab H.) Although the Agency was not invited to have official representation at the turnover ceremony, we were asked to allow employees to be present. Some 400 plus took advantage of the opportunity to attend the brief ceremony. We hope to be able to continue using the playing field extensively for football and baseball activities.

x. RECRUITERS FACT BOOK--The development of the "fact book" for recruiters is underway. Following unsuccessful efforts to get Hal Ford [redacted] or OCI leadership, we enlisted OTR assistance on the substantive questions.

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y. CONTRACT MANAGEMENT TRAINING COURSE--Arrangements are now essentially complete for the first running of a new contract management training course for technical officers. The course is planned for the week of 18 October 1971 with the first and last days conducted by Agency personnel and the middle three days by Procurement Consultants, Inc.

z. AGENCY MILITARY RESERVISTS--A number of Agency military reservists have been assigned active duty tours assisting an Army project at the National Archives Center which is declassifying World War II documents. Agency reservists are attractive because of their clearance status.

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bb. PACKAGE CHECK--The third evening "package" check at headquarters was conducted on 24 August 1971. Although the total number actually checked was higher than earlier on, only one instance of classified material was found.



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dd. REHNQUIST COMMITTEE--The "Rehnquist Committee" has been very active during the reporting period and has accelerated its consideration of various proposals to revise Executive Order 10501. Agency positions and contributions are reflected in the memoranda at Tab I.



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John W. Coffey
Deputy Director
for Support

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Att: Tabs A-I

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